

# Strategic Broadband Planning Process Flow

WHEN	INPUT	PROCESS	OUTPUT	COMMENTS
Month 1	Sample Project Charter	Identify Champion, Convener, Project Manager and Admin support Identify meeting schedule (worksessions and plenary)	Complete Project Charter and schedule	
Month 2-3	Planning Template (Project Plan & Materials) Project Charter and schedule	Participant Invitations and Acceptances Communities Review Briefing Book	Participant Roster for each community completed Facilities and support services scheduled	Update Briefing Book as needed – this too helps participants get on the same page about Broadband’s impact
Month 4	Workshop 1 Agenda and Materials	Workshop 1 Agenda and Materials Distributed to Participants Workshop 1 Complete Workshop 1 Meeting Notes	Workshop Notes Distributed First Draft Plan	First Draft Plan proposes action agenda and priorities
Month 5-6	Workshop 2 Agenda and Materials First Draft Plan	Plenary Agenda and Materials Distributed to Participants Plenary Workshop Project Manager completes Plenary Meeting Notes Project Manager completes Final Draft Plan	Plenary Notes Distributed Final Draft Plan	Plenary Notes provide priorities and Short, Medium and Long Term Actions <b>Completed Template</b>
Month 6	Final Draft Plan	Process Evaluated	Plan Adopted	Many communities form working committees to begin implementation of the plan strategy